

The Protective Factors Survey Database

User Manual



January 2011

Step I: Installation

A complete installation will automatically create a folder named "PFSDatabase" in your C Drive which will include the database and four other files necessary to use the database. The files to be loaded into the PFSDatabase folder are:

- PFSDatabase.mdb
- PFSDatabaseTransfer.mdb
- MouseHook.dll
- ReadMe.doc
- SecurityWarnings_Access2003and2007.doc

To install the PFS Database: Double-click on the "Protective Factors Survey Database Install File" on the FRIENDS website (<http://www.friendsnrc.org/protective-factors-survey>). In order to access this document, you will need to scroll down to the bottom of the page; the file is listed under the heading "Protective Factor Survey Resources." You will be asked if you want to "run" or "save" the file. You can save the file to your computer or select "run".

- If you select "run", follow the screen prompts and select "Extract" to fully install the files to the default location, C:\PFSDatabase.
- If you select "save", a file named "InstallPFSDatabase" will be downloaded to the location on your computer you specify. Go to the location, double click on the "InstallPFSDatabase" file and when prompted, select "Extract" to fully install the files to the default location, C:\PFSDatabase.

The PFS Database was created in MS Access 2000 and should be compatible with MS Access 2000 or higher versions.

Note: If using MS Access 2003 or 2007, you might need to enable security content of this database file to fully open/use the database. Refer to the "SecurityWarnings_Access2003and2007.doc" file installed with the database.

To install the PFS Database on a Network: After installing the database using the directions above, you can move the database files to a network location. On your network location, place a copy of the "PFSDatabase.mdb" file AND the "MouseHook.dll" file. Each user of the database will also need to have the folder C:\PFSDatabase with the "PFSDatabaseTransfer.mdb" file contained in it.

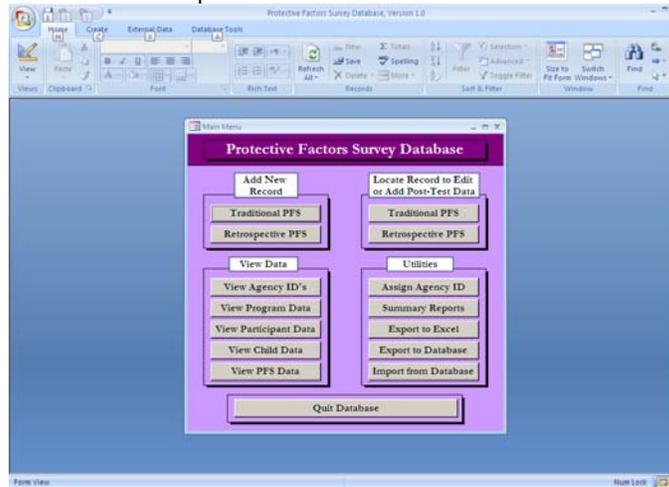
Network Drive: must have PFSDatabase.mdb and MouseHook.dll

C:\PFSDatabase: must have PFSDatabaseTransfer.mdb (for each user of the database)

Step II: Opening the PFS Database

The default save location for the PFSDatabase file is located in your C Drive in a folder titled "PFSDatabase". Please note, if you have saved the file in a different location such as a shared drive you will need to access that drive to find the file.

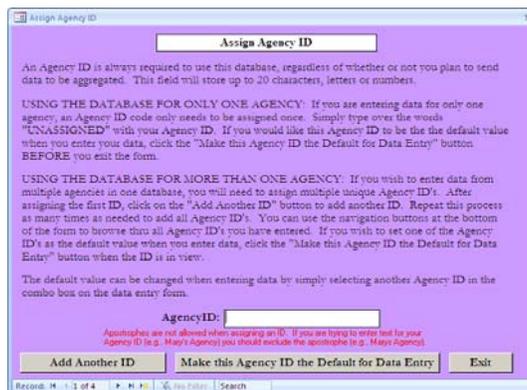
To open the database, double-click the "PFSDatabase.mdb" file. The Main Menu will open automatically. It should look like the picture below.



Note: If using MS Access 2003 or 2007, you might need to enable security content of this database file to fully open/use the database. Refer to the "SecurityWarnings_Access2003and2007.doc" file installed with the database.

Step III: Assigning ID's

On the PFSDatabase main screen, you will see four sets of menus. Under the Utilities menu, click on "Assign Agency ID." You will be directed to another screen (below) where you will enter your unique ID in the "Agency ID" box.



FCFC Coordinators: You must input *all* of your vendor's ID's. Enter them one at a time, clicking the "Add Another" button after each ID. When finished, click the "Exit" button.

Note: The vendor ID's will disappear from the screen as you click "Add Another," no list will appear.

Vendors: Input your assigned agency ID given to you by the FCFC Coordinator. Then select "Make This Agency ID the Default for Data Entry." Then click the "Exit" button.

Step IV: Adding PFS Survey Records

****This step is for Vendors only, Coordinators please skip to Step VII****

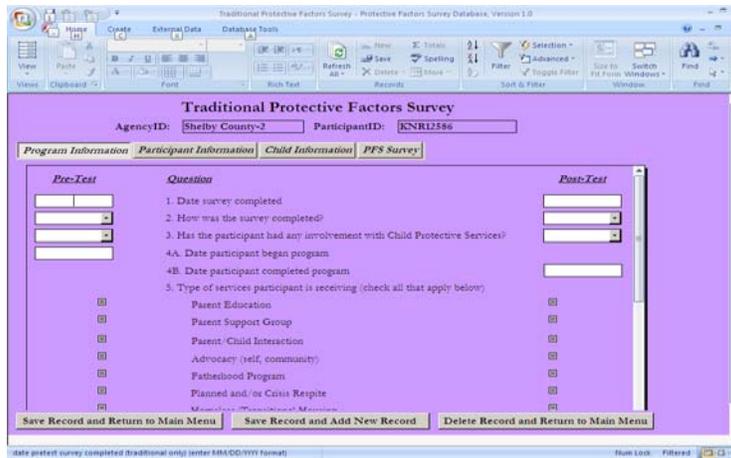
1. In the Add New Record menu on the PFS Database main screen, select “Traditional PFS.”
Note: The Retrospective PFS choice will never be used.
2. Your Agency ID should already appear in the window. If you do not see it, go to the Agency ID drop down box and highlight your ID.
3. Please create your Participant ID. (*Note: Do not use your Agency ID. If you do, the PFS Database will consider it a duplicate record and will not allow you to import from the database in the future.*)
4. Click “Add PFS.”



5. You will automatically be directed to a page consisting of four tabs: Program Information, Participant Information, Child Information and PFS Survey. Each page corresponds to the paper form used to complete a survey. Click on the “tabs” to move from page to page. Please enter your individual survey data here. All four tabs must be completed in full. (*Note: some tabs will require you to scroll down to complete.*) You may save your data at any time by clicking on the “Save Record and Return to Main Menu” button.

Note: Under “Program Information” you are prompted to check off the type of services the participant is receiving. For all boxes you checked, you must include the names of the programs in the “Other Service Specified” area. In addition, you must also check mark the “Other Service” button.

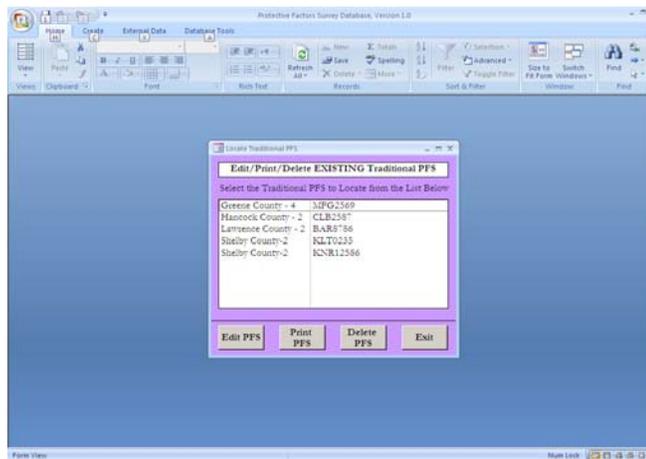
6. Once you have finished, click “Save Record and Add New Record” and return to the PFS main menu.



***Repeat Step IV for each additional record.**

Step V: Entering Post-Test Data

1. Under the “Locate Records to Edit or Add Post-Test Data,” please select “Traditional PFS.”
2. You will see a box with two columns. In the second column, locate and highlight the file that you wish to enter post-test data. The file name will be your unique Participant ID.
3. Click “Edit PFS.”



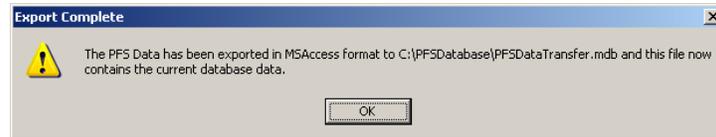
4. After entering your post-test data, click “Save Record and Add New Record.”
5. A box will appear asking if you wish to "Add a New Traditional PFS.". Here you may enter a new record, or click Cancel/Exit to return to the PFS main page

***Repeat Step V for each additional record.**

Step VI: Exporting to the PFSDatabase

Note: Before completing the exporting step please check that all data has been successfully entered. To do this, please examine all tabs under the View Data menu on the PFS main page. You will need to scroll left to right to view all information.

1. Under the Utilities menu on the PFS Database main page, click “Export to Database”
2. A box will appear on your screen indicating that your export is complete, click “OK.”



3. The PFSDataTransfer file will automatically be saved in the same location of your PFSDatabase, the default setting is your C Drive. (**Note:** If the C:\ PFSDatabase file folder does not exist, you will receive an error message. You must have the C:\ PFSDatabase file folder with the PFSDataTransfer.mdb file in it to successfully complete the export.)
4. Email this PFSDataTransfer.mdb file to your FCFC Coordinator. If you are using Microsoft Outlook, you must zip the PFSDataTransfer file in order to send the file. Your Coordinator will let you know when you must email the file. **This is the final step for vendors.**

Note: Do not change the name of the file, it must stay PFSDataTransfer.

For additional uses of the PFSDatabase, please proceed to the Additional Information section of this handout.

Step VII: Importing Vendor Data

*****This step is for Coordinators only, Vendors please proceed to the Additional Information section *****

1. To import all data that you receive via e-mail, please open the email, right click the file and unzip the folder by selecting “Open” or “Extract”.
2. Save or extract the PFSDataTransfer file into the same location you have saved your PFSDatabase. You will receive the following message:



Click Yes.

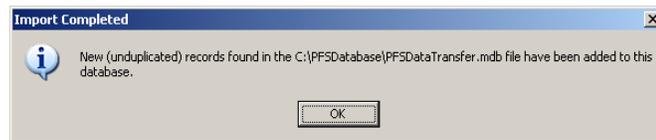
- Open up the PFSDatabase and select “Import from Database” under the Utilities menu on the PFS main page.
- A screen will appear that states, “You are about to run an append query that will modify data in your table,” select “Yes”.



- You will then get a message letting you know how many rows you are appending, select “Yes”.



- After you select “Yes,” your import is complete. You will then get the following message:

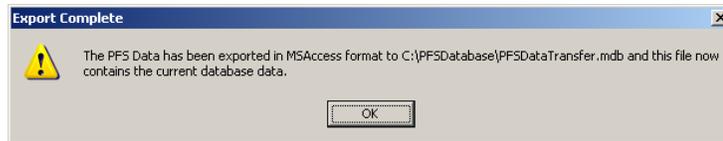


- To double check that the import was successful, click and view all tabs under the View Data menu on the PFS main page. Make sure you scroll left to right to view all data.
- In your PFSDatabase folder on your C Drive, create a folder with the vendors name. Save the PFSDDataTransfer file in the folder and now rename the file with the vendor name and date. Each time you select “Export to Database”, the PFSDDataTransfer.mdb file is overwritten with the current database data.**

***Repeat Step VII for each individual vendor.**

Step VIII: Export to OCTF

- After the successful import of *all* your vendors, please export all individual data files to the Ohio Children’s Trust Fund by clicking on “Export to Database.”
- When you receive the following message, your export is complete.



3. E-mail the PFSDDataTransfer file to OCTF_PFS@jfs.ohio.gov. This is the final step for coordinators.

For additional uses of the PFSDatabase, please proceed to the Additional Information section of this handout.

Additional Information

Summary Reports

You are able to run your own reports off of the data provided by the PFS Database. To create reports, please return to the main menu page of the PFS Database.

1. Under the Summary Reports menu, please select "Traditional PFS."
2. You may select one or more of the optional report criteria. You can specify an Agency ID and/or limit the reports to specific time periods using the Program Begin dates and/or the Program Completed dates. If you specify dates, you must indicate a beginning and ending date for the time period you desire.
3. You also need to indicate which report pages you would like to view. Selecting "All Pages" will produce all 4 report summaries. To select certain pages only, mark the associated check box.
4. Selecting "Print" will send the indicated report pages directly to your printer.
5. Selecting "Preview" will open a report window where you can view the indicated report pages on your computer screen. To close the report window(s), select the "X" in the top right corner (for each report opened).
6. Selecting "Exit" will return you to the Main Menu.

Export to Excel

The "Export to Excel" option from the Main Menu will generate 4 Excel files that contain all of the data you have entered into the database.

These Excel files will be saved in the C:\PFSDatabase file folder. The 4 files include:

- ChildData.xls
- ParticipantData.xls
- PFSDData.xls
- ProgramData.xls

The data in each file is associated to the data entered on each page of the survey form.

If the C:\PFSDatabase file folder does not exist, you will receive an error message. You must have the C:\PFSDatabase file folder to successfully complete the export.

Each time you select “Export to Excel”, any existing export Excel file will be overwritten with the current database data.

You can use these Excel files to view your data with other software packages, if desired.

Note: When you download the PFS data to Excel, the items that are reversed scored (items 8, 9, 11, 12, 14, and 16) will NOT be reversed in the Excel worksheet. You will need to keep this in mind and adjust the scores as needed before computing subscale scores or interpreting the data.

Questions

If you have any questions as you work with the PFSDatabase, please contact your OCTF program manager.

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